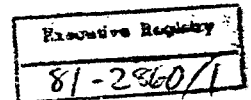


DD/A 81-2426/12



15 OCT 1981

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence *J*

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Travel Reduction Plan

REFERENCE: Memo to DDA from DCI, dtd 19 Nov 81, same Subject

1. One of the most critical factors in any travel reduction plan is the reinforcement of the responsibilities of Agency officials who authorize and approve travel. I have, therefore, attached a proposed Headquarters Notice which, among other things, reemphasizes the scrutiny required in the approval of official travel.

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3. In addition to the above actions, I propose that the following steps be pursued as part of our travel reduction plan:

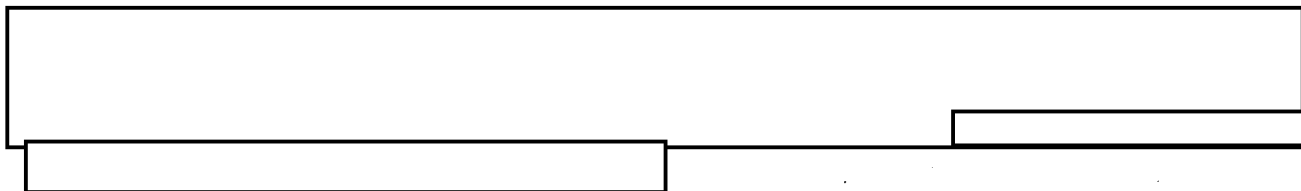
a. A renewed emphasis on the use of Agency and government regularly scheduled transportation in traveling to/from Agency facilities. Use of employees' privately owned vehicles or the special scheduling of Agency/government transportation will be permitted on a very limited basis when more advantageous to the government.

b. Restrict the number of participants traveling to meetings and conferences at government expense to the absolute minimum.

c. Where feasible, combine different missions into single trips.

d. Reduce the number of domestic and foreign TDY trips by extending the length of trips to include more locations if this would prove to be more economical.

e. Continue to make maximum use of Government Transportation Requests (GTR) whenever possible to take advantage of GSA city-pair contract service agreements. (A GTR is a document which authorizes the airlines to issue tickets to government employees; the GSA city-pair agreement is a government-wide program which provides for reduced travel rates between specific cities--we saved approximately \$1 million in the first year we participated in this program.)



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g. Adopt a single subsistence reimbursement system for all domestic travel which utilizes lower flat rate per diem schedules rather than higher actual rates to reduce costs and to streamline voucher processing.



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i. Review all blanket travel authorizations and cancel those which are not required.

4. Although it is somewhat premature to discuss at this time, we are about to embark on a study which will examine the use of commuted rate travel procedures. This could be a cost effective system which does not require itemized accounting; it is currently being used for PCS assignments abroad. We are looking into the feasibility of extending it for domestic PCS and domestic/foreign TDY travel.

5. While we have included a number of cost saving travel features in this plan, the most fundamental decision affecting the magnitude of travel expenditures is the decision to travel. Consequently, the last paragraph of the proposed Headquarters Notice on this subject cautions Agency officials to ensure that the official travel in question is indeed necessary.

[Redacted Signature]

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Harry E. Fitzwater

Attachments

cc: Comptroller